Lesson Plan
This lesson plan is designed to help you teach using a Common Craft video. Use the information below to introduce the video and then follow the video with discussion questions and other resources.

Presentation Planning
Explained by Common Craft

All great presentations have one thing in common: they are well organized. This video illustrates how to plan your next presentation so that your audience easily understand what you have to say.

Learning Outcomes
• Create an organized and visually interesting presentation
• Organize thoughts and ideas using sticky notes
• Develop a presentation outline
• Transfer a presentation outline into presentation software
• Design presentation slides that are visually interesting

ISTE Standard:
Creative Communicator,
Indicator 6a

ACRL Info Literacy Frame:
Information Creation as a Process

Discussion Questions

Q #1
Aside from using sticky notes, what method or tools have you used to organize and group ideas?

Q #2
Think of a great presentation you have seen in the past. What aspects of the presentation made it great?

Q #3
Think of a really boring presentation you have seen in the past. What aspects of the presentation made it boring?

Knowledge Check Q&A

Q
Why does organizing ideas in a logical way help your presentation?

A
It makes your presentation easy to follow.

Q
What are three steps are involved in converting ideas to specific points for a presentation?

A
1) Document the ideas you want to cover. 2) Organize the ideas into groups. 3) Determine what to say about each idea.
True or False. The most effective presentations make use of large quantities of text on each slide.

A
False.

Besides words, what else can you place on a slide to support the points you’ll make during your presentation?

A
You can place visuals such as photos, drawings, diagrams or shapes.

Resources for Learning More

Purdue Owl
“Designing an Effective PowerPoint Presentation: Quick Guide”
https://owl.english.purdue.edu/owl/resource/686/01/

TEDx Talk
David JP Phillips
“How to avoid death by PowerPoint” 4/14/2014
https://www.youtube.com/watch?v=lwp11lm6dFo

Fast Company
“How PowerPoint isn’t dead yet: Three presentation tips that still work in 2017” 1/14/2017

Vanderbilt Center for Teaching and Learning
Derek Bruff
“Finding non-copyrighted images for presentations” 1/18/2013
https://cft.vanderbilt.edu/2013/01/finding-non-copyrighted-images-for-presentations/